

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Office of Personnel**

## District Personnel Manual Issuance System

This instruction should be filed  
behind the divider for Part III  
of DPM Chapter (s) 12

**DPM Instruction No. 12-25**

**SUBJECT:** Adjusted Early Dismissal Policy

Date: March 19, 2004

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**NOTE: This instruction supersedes DPM Instruction No. 12-15, dated December 21, 2000.**

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### 1. Purpose

The purpose of this instruction is to update the policy for the “adjusted early dismissal” of District government employees when an emergency situation such as hazardous weather occurs during normal work hours, and update the procedures for handling leave when an adjusted early dismissal policy is announced.

### 2. Provisions

- a. As appropriate in the case of an emergency situation that occurs during normal work hours, the Mayor’s Command Center within the D.C. Emergency Management Agency may announce that the District government is operating under an “Adjusted Early Dismissal” policy.
- b. When an adjusted early dismissal is announced, employees not designated as “emergency employees” are dismissed relative to their normal departure times from work, without loss of pay or charge to leave, excepted as provided in § 3 below. For example, if a 2-hour “adjusted early dismissal” policy is declared, employees who normally leave their office at 4:45 p.m. will be authorized to leave at 2:45 p.m.
- c. Emergency employees will adhere to established policies and guidelines for responding to an emergency situation and/or critical condition (See DPM Instruction No. 12-24, dated March 19, 2004).

### 3. Handling of Leave when an “Adjusted Early Dismissal” Policy is Announced

Employee Action	Leave Policy
Employee is on duty.	Agency <u>grants excused leave</u> for the remainder of the workday following the employee’s authorized time of dismissal even if the employee is schedule to take leave later in the day.
Employee leaves before official announcement of <b>ADJUSTED EARLY DISMISSAL</b> policy or before the time set for his or her dismissal.	Agency <u>charges leave</u> for the remainder of the workday following the time of the employee’s departure.

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*Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]*

**Inquiries:** DCOP, Management Services Division (202) 442-9655

**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

**CONTINUATION:**

<b>Employee Action</b>	<b>Leave Policy</b>
Employee is scheduled to return from leave after official announcement of <b>ADJUSTED EARLY DISMISSAL</b> policy, but before the time set for his or her dismissal.	Agency <u>grants excused absence</u> for the remainder of the workday following the time of the official announcement through the remainder of the workday, even if the employee is scheduled to take leave again later in the workday.
Employee is absent on previously approved leave (annual, sick, or leave without pay (LWOP)) for the entire workday.	Agency continues to <u>charge the employee leave</u> for the entire workday.
Employee fails to report to work.	Agency <u>charges AWOL</u> or <u>permits the employee to request annual leave, sick leave, or LWOP</u> , as appropriate, for the entire workday. Exceptions to this policy will be made only in unusual circumstances.

**4. Excused Absence**

To avoid hardships, agencies may grant a reasonable amount of excused absence to employees who need to leave before the official announcement of an “adjusted early dismissal” is made. For example, excused absence may be granted before the employee’s authorized time of early dismissal when young children are released from school/child care facilities earlier than the announced dismissal time and no other child care arrangements can reasonably be made. However, employees have no entitlement to excused absence.

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